

State of Texas
County of Tarrant
City of Grapevine

The Board of Commissioners of the Grapevine Housing Authority met in Regular Session on this the 28th day of January 2016 in the Conference Room of Grapevine Housing Authority, with the following members present to wit:

Jane Everett	Chair
Randy Bacon	Vice Chair/Finance Officer
Karen Rice	Commissioner
Linda Troeger	Commissioner
Terri Rushing	Resident Commissioner

Constituting a quorum, with the following also present:

Debra Wells	Executive Director
Duff O'Dell	City Council Liaison
Greg Jordan	Chief Financial Officer
Matthew Boyle	City Attorney

CALL TO ORDER

Chairman Everett called the meeting to order at 4:31 p.m.

CITIZEN COMMENTS

No citizen comment

REPORT OF THE EXECUTIVE DIRECTOR (INFORMATIONAL ONLY)

Item #1. Rent Delinquency and Information Sheet

The Executive Director reported to the Board on the rent delinquencies, number of empty units, work orders and statistical information for the waiting list for Public Housing through January 2016.

Item #2 Capital Funds Report and work in progress

The Board was provided with the monthly Capital Funds Report including on-going projects.

Item #3 Quarterly Investment Report for December 31, 2015

The Board was provided with the Quarterly Investment Report for the quarter ending December 31, 2015.

Item #4 Update on voucher program transfer

The Board was provided with a report on the voucher program transfer. It was reported that the transfer went extremely smooth and without any of the anticipated problems related to the transfer.

Item #5 Minutes from the Resident Advisory Board Meeting held on January 15, 2016.

The Board was provided with minutes from the January 15, 2015 Resident Advisory meeting.

NEW BUSINESS

Item #1 Consideration of the minutes from the December 3, 2015 and December 10, 2015 meetings.

The Board was provided with minutes from the December 3, 2015 and December 10, 2015 meetings for approval.

Commissioner Rice moved and Commissioner Bacon seconded to accept the minutes from the December 3, 2015 and December 10, 2015 meetings as presented.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #2 Board to receive an update on the fire at 315 N. Starnes Street

The Board was provided with an update on the fire at 315 N. Starnes Street and family's displaced by the fire.

It was reported that construction fencing was installed around the burned building. An abatement company was hired to dispose of the debris inside and outside of the building as well as the removal of the interior of the burned unit. It was also reported that the architect is working on drawings for the bid process.

An update on the family residing next door to the fire was provided. The family was moved to S. Scribner Street and are happy in their new unit. They were provided a voucher from GRACE to purchase a couch to replace their previous one damaged by the smoke from the fire.

The family that sustained the fire was moved to a unit on Starr Place. We continue to have issues with the family violating their lease agreement which will require action to be taken.

Commissioner Bacon pointed out that the lease provides guidance on cost related to fires that are caused by negligence of the resident. He commented that the Fire Report states the fire was caused by an unsupervised minor, which is negligence of the resident. Therefore, the cost related to the fire should be charged to the residents as permitted by the lease agreement.

Commissioner Troeger moved and Commissioner Bacon seconded a motion to direct the Executive Director to pursue enforcement of violations consistent with the lease.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #3 Consideration and approval of new housing software

The Board was presented with information regarding new housing software that better serves smaller housing agencies. The new software is more cost effective than the current software being used.

Commissioner Rushing moved and Commissioner Troeger seconded to approve acquisition of the new housing software per staff.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #4 Consideration and discussion regarding remodel of the housing office.

The Board was presented with preliminary drawings to remodel the housing office to accommodate desk areas for both coordinators at the front of the office. This would give residents equal access to both coordinators. The conference room would be enlarged by taking out the office that is currently occupied by Jessica. A larger conference room is much needed for resident meetings and functions. The Executive Directors office would be moved to the back of the

building and her existing office would be divided between the front office and a new records room.

The architect estimated the cost at approximately \$50,000, however this is only an estimate. We would need to go out for bid to determine the actual cost and then decide whether to proceed with the project.

The funding for the project would come out of cash in the operating fund that is earmarked for moving to an investment.

Commissioner Bacon moved and Commissioner Rushing seconded a motion directing staff to continue gathering information including bids on the office remodel project.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

Item #5 Consideration and acceptance of the November 2015 monthly financial statements

Commissioner Bacon reported to the Board that he reviewed the November 2015 monthly financial statements and found them to be in order.

Commissioner Bacon moved and Commissioner Rice seconded to accept the November 2015 monthly financial statements as presented.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed.

ADJOURNMENT

Commissioner Troeger moved and Commissioner Rice seconded that the meeting be adjourned.

Ayes: Everett, Bacon, Rice, Troeger & Rushing
Nays: None
Absent: None

Motion passed. Meeting adjourned at 5:30 p.m.

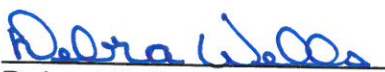
PASSED AND APPROVED BY THE BOARD OF COMMISSIONERS OF THE
GRAPEVINE HOUSING AUTHORITY ON THE 25TH DAY OF FEBRUARY
2016.

APPROVED:



Jane Everett, Chair

ATTEST:



Debra Wells,
Executive Director